

WASHINGTON COUNTY PRISON BOARD AGENDA

Wednesday, July 19, 2023

- I. Invocation
- II. Approval of Minute PB 6-21-23 dated June 21, 2023
- III. Public Comment
- IV. Warden's Report
- V. Bills
- VI. Old Business
- VII. New Business
- VIII. Adjourn Meeting

D. Vaughan
N. Sherman
L. Maggi
President Judge DiSalle
A. Andronas
J. Walsh
A. Sloane

J. McCune
J. Grimm
C. Griffin
A. Johnston
J. Fewell

The meeting of the Washington County Prison Board was held in Suite G-17 of Crossroads Center, 95 West Beau Street, Washington, Pennsylvania, with the following members being present: Commissioners Diana Irey Vaughan, Larry Maggi, and Nick Sherman (via phone); Sheriff Anthony Andronas; District Attorney Jason Walsh and Controller April Sloane. Also present were: Chief of Staff Mike Namie; Solicitor Jana Grimm; Human Resources Assistant Director Andrea Johnston; Finance Director Josh Hatfield; Warden Jeffrey Fewell; Chief Clerk Cindy Griffin; Human Services Director Kim Rogers; Chief Deputy Sheriff Anthony Mosco; Court Administrator, Patrick Grimm; Executive Assistants Marie Trossman, Randi Marodi and Patrick Geho; Correctional Facility Representatives Jackie Cisco and Chaplin Mike Pierson; and concerned citizens Jim McCune, Anne K. Shaner and Susan Petritis.

Mrs. Vaughan called the meeting to order at approximately 11:00 a.m., and Correctional Facility Chaplain Mike Pierson led the meeting with an invocation.

Mrs. Vaughan entertained a motion to approve Minute No. PB 5-17-23 dated May 17, 2023.

It was moved by Mr. Maggi and seconded by Ms. Sloane to approve Minute No. PB 5-17-23 dated May 17, 2023. The motion was carried unanimously with the Board signifying their approval by stating "Aye".

PUBLIC COMMENT

Reverend Susan Petritis, wife of inmate, spoke about the need for a Frequently Asked Questions page on the Correctional Facility’s website; asked there be a designated need for health matters for family members, medically necessary shoes, a doctor’s visit, medical accommodations, in-person visitation from his pastor to receive communion.

Ms. Anne Shaner then commented on the topic of juvenile placements by the facility and stated her support for the County to look into finding a way for incarcerated youths to maintain family relationships in a more meaningful way.

BOARD’S RESPONSE

Mrs. Vaughan confirmed the items Rev. Petritis requested: an FAQ section on the website, designated need for health matters for family members, medical shoes, a doctor’s visit, medical accommodations, an in-person visitation from his pastor to receive communion.

WARDEN’S REPORT

Income from Other Units for the Maintenance of Inmates for June 2023

Administrative Fee	\$14,462.30
Social Security	\$1,400.00
Tylenol	\$0.00
Monthly sub-total	\$15,862.30
Year-to-date grand total	\$84,400.15

Program Fees and Room and Board Income for June 2023

	<u>Billed</u>	<u>Collected</u>
Work Release Inmates	-0-	-0-
Weekend Inmates	-0-	-0-
Monthly sub-total	-0-	-0-
Year-to-date grand total	-0-	-0-

Status of Inmates Confined at the End of June 2023

	<u>Male</u>	<u>Female</u>	<u>Total</u>
Full-time Inmates	52	9	61
Work Release Inmates	0	0	0
Weekend Inmates	0	0	0
	<u>Male</u>	<u>Female</u>	<u>Total</u>
Inmates Awaiting Trial and/or Sentencing	<u>202</u>	<u>48</u>	<u>250</u>
Total Inmates	254	57	311

Examinations Performed by the Physician	95
New Commitments	129
Dental Extractions	12
Medical Transports Performed by the Sheriff	15
Contracted Housing Fee/Month	\$15,087.00
Yearly Total	\$30,504.40

Warden Fewell began by recognizing Officer Chelsey Fine as employee of the month for the month of June. Warden Fewell publically congratulated her for her service and noted that Officer Fine was not present as she was working.

Warden Fewell notified the Board the Pennsylvania Department of Corrections will conduct its annual audit of the Corrections Facility in accordance with Pennsylvania Title 37 Chapter 95, on July 12, 2023. Reports to follow.

Warden Fewell notified the Board the American Correctional Association's Congress of Corrections will be hosted in Philadelphia, August 10-13, 2023. Building Engineer Paul Krajacic and Major David Coddington plan to attend.

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Warden Fewell notified the Board that Kitchen Manager Georgia Dovshek was selected by the Pennsylvania Prison Society as their Correctional Employee of the Year for 2023. She will be honored in a ceremony this September in Philadelphia.

Warden Fewell notified the Board the National PREA Resource Center, Washington, D.C. will send 10-15 auditors to conduct mock PREA audits of this facility October 22-26, 2023.

Warden Fewell updated the Board about the retention and recruiting negotiations with the union and how they are going well and he his hopeful the outcome will be beneficial to all.

Warden Fewell respectfully requested the Prison Board approve the Correctional Facility Ductwork Covering Repair project, including a new coverboard, EPDM on top and sides of duct work, with associated flashings and trims. The proposed vendor is R.A.M.E. Inc., Washington, PA, and the total project cost is \$72,000, including labor, material, and equipment. The work will be done under the roof repair services contract currently in place with R.A.M.E. Inc., and therefore does not require bidding. The cost of this project will be paid through Act 13 funding.

Note: The work for the Correctional Facility is contingent upon approval at the Board of Commissioners meeting held June 22, 2023, Minute No. 1170.

Warden Fewell respectfully requested the Prison Board approve the advertising for proposals for flooring for the Correctional Facility's Processing Area.

Warden Fewell respectfully requested the Prison Board approve a professional services agreement with Language Solutions Team, Pittsburgh, PA, for sign language/hearing impaired services at a rate of \$225/week, plus mileage and parking for a three (3) hour visit. This agreement will be effective May 31, 2023, and will be utilized on an as-needed basis. The total cost will be charged to their budget.

Note: The agreement is contingent upon approval at the Board of Commissioners meeting held June 22, 2023, Minute No. 1170.

Warden Fewell respectfully requested the Prison Board approve an addendum to the agreement with Keefe Supply Company for commissary services. This agreement will be effective from the date of the agreement through December 31, 2026, with a one-time payment of \$45,000 and agreed-upon terms and conditions. **Note:** The agreement is contingent upon approval at the Board of Commissioners meeting held June 22, 2023, Minute No. 1170.

Warden Fewell respectfully requested to amend his report to include a request for the Prison Board to hire the following Recruits:

Thomas Donahoo
Kevin Glasure
Dominick Valentine

It was moved by Mr. Maggi and seconded by Ms. Sloane to accept the Warden’s report as presented. The motion was carried unanimously with the Board signifying their approval by stating “Aye.”

BILLS

Ms. Sloane presented to the Board for their consideration and approval of the bills dated June 21, 2023, in the amount of \$403,688.10.

It was moved by Ms. Sloane and seconded by Mr. Maggi, approving the bills dated June 21, 2023. The motion was carried unanimously with the Board signifying their approval by stating “Aye.” (See the list of bills attached hereto and made a part hereof.)

OLD BUSINESS

None.

NEW BUSINESS

None.

Gerald Coleman presented shadow boxes to retiring Chief of Staff Mike Namie and Finance Director Josh Hatfield and retiring Human Services Director Kim Rogers in recognition in appreciation of all they have done for the county.

There being no further business, Mrs. Vaughan declared the meeting adjourned at approximately 11:27 a.m.

THE FOREGOING MINUTES SUBMITTED FOR APPROVAL:

_____, 2023

ATTEST: _____
SECRETARY

**Washington County Correctional Facility
Invoices - July 19, 2023**

*A Z Janitorial Services LLC	Housekeeping Supplies Bid	\$ 5,898.12
Albano's	Produce Bid	\$ 2,193.55
*Atlantic Tactical	Ammunition	\$ 1,612.24
Belfiore's Coffee & Food Service Co.	Coffee Bid	\$ 1,024.80
*Big's Sanitation Inc.	Waste Removal	\$ 820.00
Bimbo's Bakery USA Inc.	Bread Bid	\$ 3,460.90
*Colt Plumbing	Plumbing Equipment Bid	\$ 364.90
*County of Lehigh	Inmate Housing	\$ 4,950.00
*FBM Capital LLC	Cost Per Copy Bid	\$ 118.67
*Fireman's Friend	Fire Alarm Maintenance	\$ 214.00
*Grainger W W Inc.	Industrial Commodities Bid	\$ 5,242.82
*The Hite Company	Electrical Supplies	\$ 280.92
*HiTouch Business Services LLC	Paper Shredder	\$ 306.10
*Jack Frye Sales and Service	Housekeeping Bid	\$ 1,800.50
McKesson Medical-Surgical	Medical Supplies Bid	\$ 1,827.00
*MSC Industrial Supply	Industrial Commodities Bid	\$ 128.30
*NIJO	Employee Training	\$ 2,500.00
*Novacare Outpatient	Employment Screening	\$ 125.00
*PA State Police	Employment Screening	\$ 22.00
Primecare Medical Inc.	Contracted Medical Services	\$ 171,554.16
*Ricoh USA Inc.	Cost Per Copy Bid	\$ 788.64
*Scalise Industries	General Contracting Bid	\$ 731.85
Schneider's Dairy	Milk Bid	\$ 3,155.88
*Sprague Operating Resources	Liquid Fuels Utility Service	\$ 3,828.19
*Sysco Pittsburgh LLC	COSTARS Food Contract	\$ 8,263.35
*Tri Dim Filter Corp.	Air Filters	\$ 293.80
*US Foods Inc.	Food Bid	\$ 8,690.50
*Verizon Wireless	Telecommunication Utility	\$ 160.04
*W B Mason Co. Inc.	Office Supplies Bid	\$ 337.40
*Washington E Washington Joint Authority	Sewage Utility Service	\$ 14,227.50
*Washington Health System	Guard Meals	\$ 10.00

*Washington Physicians Group	Employment Screenings	\$	35.00
*West Penn Power	Power Utility	\$	10,373.29
*Paid as required by due date	Total 7/19/23 Meeting	\$	255,339.42

